

Contents

About the D.C. Commission on the Arts & Humanities	
Mission and Goals	2
Board of Commissioners	2
General Grant Information	
Overview of Programs	3
Grant Deadline Dates	5
Workshop Dates	6
Directions to Workshop Locations	7
Grant Review Process	
Selection and Roles of Advisory Panelists	8
Advisory Panel Nomination Form	9
Tips on Preparing Grant Applications	
Do's and Don'ts	10
Organizing Work Samples	10
Addressing Accessibility	11
Evaluation Criteria	
Arts Learning & Outreach	
Arts Education Projects	
Community Based Projects	12
School Based Projects	13
Artist Roster Program	14
Teacher Mini-Grant Program	14
Artist Fellowship Program	15
City Arts Projects	15
Young Artists Program	
Young Emerging Artists Program	16
Young Artists Community Service Program	16
Small Projects Program	17
Folk & Traditional Arts Mini-Grant Program	17
Grants-in-Aid to Organizations	17
East of the River Arts Initiatives	
For Managerial/Staffing Assistance	18
For Arts Presentations and Activities	19
How to Reach the Commission	
Staff Extensions and Addresses	20

About the D.C. Commission on the Arts and Humanities

The D.C. Commission on the Arts and Humanities, established in 1968 to “encourage, support and promote the arts,” is the official arts agency of the District of Columbia. Arts Commission programs support and promote stability, vitality, and diversity of artistic expression. The Arts Commission comprises eighteen private citizens who serve as the volunteer governing body of the agency, each of whom is appointed by the Mayor and approved by the Council of the District of Columbia.

Goals

To carry out the Commission’s mission, the following goals have been established:

- Provide access to the arts for all District residents.
- Promote lifelong learning and interest in the arts and arts education for all ages.
- Build communities through public and private partnerships in the arts.
- Preserve the cultural diversity of the District of Columbia through the arts and humanities.

Board of Commissioners*

The D.C. Commission on the Arts and Humanities is governed by a Board of Commissioners appointed by the Mayor of the District of Columbia. Applicants and patrons are encouraged to invite Commissioners to arts events and include them in their respective mailing lists.

Ms. Dorothy Pierce McSweeney, Chair
Arts Patron
5021 Millwood Lane, NW
Washington, DC 20016

Mr. Felix Angel
Arts Patron
3426 16th Street, NW, #107
Washington, DC 20010

Mr. Max N. Berry
Attorney/Arts Patron
2716 Chesapeake St., NW
Washington, DC 20008

Ms. Kathleen Donner
Artist
18 - 3rd St., NE
Washington, DC 20002

Mr. Lucius Durden
Arts Patron
1620 Manchester Lane, NW
Washington, DC 20001

Ms. Cathy James Ehrman
Consultant/Arts Patron
1731 Crestwood Dr., NW
Washington, DC 20011

Ms. Isabella Gelletich
Artist
520 N St., SW
Washington, DC 20024

Mr. Derek Gordon
Arts Educator and Administrator
4515 Connecticut Ave., NW
Washington, DC 20008

Mr. George Koch
Arts Management
1483 Montague St., NW
Washington, DC 20011

Mr. B. Warren Lane
Arts Educator
1506 Q St., NW
Washington, DC 20009

Mr. David Levy
Arts Educator and Administrator
Corcoran School of the Arts
500 17th St., NW
Washington, DC 20006

Mr. Franklin S. Odo
Educator
2411 ½ 20th St., NW, #8
Washington, DC 20009

Mr. Maurice Shorter
Arts Management
1125 Congress St., SE
Washington, DC 20032

Ms. Marilyn Weiner
Media Consultant/Arts Patron
4330 Yuma St., NW
Washington, DC 20016

NOTE: You are encouraged to notify the Commissioners, panel members, and staff of your artistic activities. It is appropriate to send invitations, notices of exhibitions, readings, performances, etc. Please indicate the program and discipline to which you are applying. It is not appropriate to send personal letters of introduction or persuasion. Telephone communications with Commissioners and panelists is a breach of Commission regulations.

**Commissioners list as of March 2003*

The D.C. Commission on the Arts & Humanities offers several funding programs for individuals and organizations located in the District of Columbia.

Opportunities for Organizations

Arts Learning & Outreach: Arts Education Projects
City Arts Projects
East of the River Arts Initiative Program
Folk & Traditional Arts Mini-Grant Program
Grants-In-Aid
Small Projects Program
DC Creates Public Art

Opportunities for Individuals

Artist Fellowship Program
Arts Learning & Outreach: Arts Education Projects
Arts Learning & Outreach: Teacher Mini-Grant Program
Arts Learning & Outreach: Artist Roster Program
City Arts Projects
DC Creates Public Art
Folk & Traditional Arts Mini-Grant Program
Public Art Initiatives
Small Projects Program
Young Artists Program

Arts Learning & Outreach: Arts Education Projects fund programs that provide training and in-depth exploration of artistic disciplines to students from pre-K through 12th grade. Matching funds are required for organizations receiving funding in this category.

Staff Contact: Mary Liniger

Arts Learning & Outreach: Teacher Mini-Grant Program encourages creative arts education projects in D.C. Public Schools (DCPS) and Public Charter Schools and to support the development and implementation of innovative teaching strategies to support DCPS Arts Content Standards. Deadlines for this new program are ongoing during the school year. Contact the Arts Commission for further information.

Staff Contact: Mary Liniger

Arts Learning & Outreach: Artist Roster Program enables artists to apply for acceptance on the DCCAH Arts Learning and Outreach Artist Roster, which makes them eligible for participation in the Arts Commission's school residency programs. Acceptance on the Artist Roster means that artists have the qualifications to conduct school residencies, i.e., produce high quality artistic work, and have the skills and competencies needed to work with teachers and students in designing and implementing arts programs. All artists accepted into the Artist Roster Program will be placed on the roster for two years, assuming a satisfactory evaluation at the end of year one. The Artist Roster will be distributed to all D.C. Public and Charter Schools, as well as on the Arts Commission website. Please note that inclusion on the artist roster does not guarantee participation in the teacher mini-grant residencies. Individual schools will select the artists for their residencies.

Staff Contact: Mary Liniger

Program Descriptions continued on page 4



Program Descriptions, continued

Artist Fellowship Program funds grant support for individual artists who make a significant contribution to the arts and who promote the arts in the District of Columbia through artistic excellence.

Staff Contact: Alexandra MacMaster

City Arts Projects offer funds for programs that encourage the growth of quality arts activities throughout the city, support local artists, and make arts experiences accessible to District residents. Matching funds are required for organizations applying for funding in this category.

Staff Contact: Lionell Thomas

DC Creates Public Art provides funding for the commission or purchase of works of high quality art located in public places throughout the District. These areas include District government buildings, schools, libraries, parks, hospitals and any other sites under direct jurisdiction and stewardship of the District. These works of art will include paintings, sculpture, mosaics, mobiles, murals, mixed media works, and all other forms of visual art that can be used to enhance the visual environment in which citizens live and work. The artwork is installed by artists with the participation and approval of the communities in which they will be displayed. Call for entries for this program are distributed under separate cover from the Guide to Grants.

Staff Contact: Sherry Schwechten

East of the River Arts Initiative is a national model program providing grants to organizations for arts programs east of the Anacostia River. Funds are granted in two categories: Managerial/Staff Assistance and Arts Presentations and Activities.

Staff Contact: José Dominguez

Grants-In-Aid provides general operating support and financial assistance to arts organizations in the District of Columbia. Matching funds are required for this program.

Staff Contact: Lionell Thomas

Small Projects Program offers grants to individual artists and arts organizations for small scale arts projects with budgets under \$3,000.

Staff Contact: Lionell Thomas

Young Artists Program offers funds to emerging artists between the ages of 18 and 30. Funds are granted in two categories: Young Emerging Artist Grant Program and Young Artists Community Service Program

Staff Contact: José Dominguez

Folk & Traditional Arts Mini-Grant Program offers small grants to artists and arts organizations practicing or supporting folk traditions.

Staff Contact: Samantha Lane

For additional information on the above programs, refer to their respective guidelines and applications.



Application Deadlines

May 22, 2003

Grants-in-Aid for Organizations
Artist Fellowship Program

May 29, 2003

City Arts Projects

June 5, 2003

Arts Learning & Outreach: Arts Education Projects

June 12, 2003

East of the River Arts Initiative
Young Artists Program

June 19, 2003

Arts Learning & Outreach: Artist Roster

September 4, 2003

Arts Learning & Outreach: Teacher Mini-Grant Program (deadline #1)
Folk & Traditional Arts Mini-Grant Program (deadline #1)

November 13, 2003

Arts Learning & Outreach: Teacher Mini-Grant Program (deadline #2)

December 4, 2003

Small Projects Program (deadline #1)

January 8, 2004*

Folk & Traditional Arts Mini-Grant Program (deadline #2)

January 15, 2004*

Arts Learning & Outreach: Teacher Mini-Grant Program (deadline #3)

March 5, 2004*

Small Projects Program (deadline #2)

April 1, 2004*

Folk & Traditional Arts Mini-Grant Program (deadline #3)

**Please note the deadline dates take place within the 2004 calendar year.*



Workshops

The Commission hosts a series of workshops to assist all individuals and organizations in preparing their applications. Workshops are held in several different facilities in Washington, D.C. No prior reservations are required to attend workshops.

Artist Fellowship Program

Tuesday, April 29 D.C. Commission on the Arts 12:00-1:00 PM
Wednesday, May 14 D.C. Commission on the Arts 6:30-8:00 PM

Arts Learning & Outreach: Arts Education Projects

Thursday, May 15 Luke C. Moore Academy High School 5:00-6:30 PM
Wednesday, May 21 D.C. Commission on the Arts 12:00-2:00 PM
Wednesday, May 28 D.C. Commission on the Arts 5:00-6:30 PM

Arts Learning & Outreach: Artist Roster Program

Thursday, May 29 D.C. Commission on the Arts 5:00 - 6:30 PM
Wednesday, June 4 D.C. Commission on the Arts 5:00 - 6:30 PM
Wednesday, June 11 D.C. Commission on the Arts 5:00 - 6:30 PM

Arts Learning & Outreach: Teacher Mini-Grant Program

Wednesday, August 20 D.C. Commission on the Arts 5:00 - 6:30 PM
Thursday, August 28 D.C. Commission on the Arts 5:00 - 6:30 PM
Wednesday, October 22 D.C. Commission on the Arts 5:00 - 6:30 PM
Wednesday, November 5 D.C. Commission on the Arts 5:00 - 6:30 PM
Wednesday, December 17 ... D.C. Commission on the Arts 5:00 - 6:30 PM
Wednesday, Jan. 7, 2004* ... D.C. Commission on the Arts 5:00 - 6:30 PM

City Arts Projects

Wednesday, May 7 D.C. Commission on the Arts 12:00-2:00 PM
Thursday, May 15 Luke C. Moore Academy High School 6:30-8:00 PM

East of the River Arts Initiative

Tuesday, May 13 MHCDO 5:00-6:30 PM
Thursday, May 29 D.C. Commission on the Arts 12:00-2:00 PM

Folk & Traditional Arts Mini-Grant Program

Thursday, August 21 D.C. Commission on the Arts 6:00 - 7:30 PM
Thursday, December 18 D.C. Commission on the Arts 6:00 - 7:30 PM
Thursday, March 18, 2004* D.C. Commission on the Arts 6:00 - 7:30 PM

Workshops, continued on page 7



Workshops, continued from page 6

Grants-in-Aid for Organizations

Thursday, May 8 Luke C. Moore Academy High School 5:00-6:30 PM
Wednesday, May 14 D.C. Commission on the Arts 5:00-6:30 PM

Young Artists Program

Tuesday, May 13 MHCD0 6:30-8:00 PM
Tuesday, May 20 D.C. Commission on the Arts 12:00-1:30 PM

Small Projects Program

Wednesday, Nov. 19 D.C. Commission on the Arts 5:30-7:30 PM
Thursday, Feb. 26, 2004* ... D.C. Commission on the Arts 12:00-1:00 PM

**Please note that workshop takes place during the 2004 calendar year*

Directions to Workshop Locations:

Marshall Heights Community Development Organization

3939 Benning Road, NE, Washington, DC 20019

Directions from METRO: Orange Line to Minnesota Avenue. Turn right outside the exit and walk to the corner of Benning and Minnesota. Turn left on Benning Road. Go to the top of the hill. Marshall Heights Community Center is located at 40th and Benning Road.

Parking Directions: Street parking is available on both Benning Road and 40th Street. After office hours, parking is available directly behind the facility.

Luke C. Moore Academy High School

1001 Monroe Street, NE, Washington, DC 20017

Directions from METRO: Red Line to Brookland/CUA. School is located one block from the METRO exit at Monroe and 10th Street, NE.

Parking Directions: The school's parking lot entrance is located off Lawrence Street.

D.C. Commission on the Arts and Humanities

410 8th Street, NW, Fifth Floor, Washington, DC 20004

Directions from METRO: Red Line to Gallery Place/Chinatown -OR- Green/Yellow Lines to Archives/Navy Memorial.

Parking Directions: Limited parking is available on the street. There are several pay parking garages in the area as well. Workshop attendees are encouraged to ride METRO.



Role of Advisory Panelists

Advisory panels are primarily responsible for reviewing and ranking each application within an assigned grant program according to evaluation and procedural criteria established for that program or discipline category. In addition to making recommendations on the artistic merit of the applications, advisory panels engage in discussions and offer recommendations to ensure that the Arts Commission continues to provide programs and services that meet the needs of the cultural community.

Selection Process

The Arts Commission has established a process to identify and select panelists who are broadly representative of various backgrounds, artistic activities and disciplines. Advisory panel nomination forms are sent each year to the community at large. Artists, administrators, educators and critics in the arts with at least a two-year history of involvement in the District arts community are eligible for nomination. The commission reviews the qualifications of nominees to fill panel vacancies, giving consideration to the diversity, geographic distribution and collective expertise required by each panel as well as the ability to work with others and the willingness to commit the necessary time to serve on a panel.

Terms of service

All panelists are appointed for a one-year term. A panelist may be reappointed up to three years, for a maximum of four consecutive years of service. Panelists serve on Commission advisory panels on a voluntary basis.

Advisory Panel Nomination Form

All citizens of the District of Columbia are encouraged to assist the Commission by recommending potential advisory panelists for grant programs. Those nominated should be knowledgeable about the arts in the District of Columbia. Panelists may not be applicants in the program on whose panel they serve. The recommendations of panelists form the principal basis for the Commission's funding decisions.

This form is provided for your convenience in making recommendations for advisory panelists. The Commission deeply appreciates the expertise and spirit of public service that advisory panel members bring to the grants review process.

Artists, administrators, educators and critics in the arts with at least a two-year history of involvement in the District arts community are eligible for nomination to the D.C. Commission on the Arts and Humanities' Advisory Panels. All panelists are appointed for a one-year term. A panelist may be reappointed up to three years, for a maximum of four consecutive years of service. The rotation of advisory panel members ensures that each year will bring varying perspectives to the grants review process. Panelists serve on the Commission advisory panels on a volunteer basis.

Please use one form for each nomination. Please make sure that the nominee is willing to serve before submitting his/her name for consideration as a panelist.

Nominated Advisory Panelist Information

Name _____

Address _____

City _____

State _____ Zip _____

Email _____

Daytime Telephone _____

Area(s) of artistic expertise _____

Nominator's Information

Your Name _____

Your Daytime Telephone _____

PLEASE ATTACH A RESUME FOR THE PERSON NOMINATED

(this must be included in order for recommendation to be considered)

For additional information call 202-724-5613.

Submit this form with the resume to :

Panel Selection

D.C. Commission on the Arts and Humanities

410 8th Street, NW, Fifth Floor

Washington, D.C. 20004

or FAX to 202-727-4135

Tips on Preparing Grant Applications

Do's and Don'ts of Preparing Grant Applications

DO

- Submit application materials in the **exact order** as presented in the application form.
- Use a reader friendly font in **12 point**. Use bullets and bold face for emphasis.
- Be concise and to the point (but specific) in your proposal.
- Highlight specific areas of interest in your support materials (reviews, articles, etc.).
- Send representative material that highlights your work.
- Use statistics and research facts that are relevant to your proposal.
- Proof your proposal for spelling and grammatical errors.
- Make the appropriate number of copies of your grant application.
- Make sure you have submitted all the required materials.
- Make sure you have the proper amount of postage and correct address if you want work samples returned via mail.

DON'T

- Use fancy folders or covers.
- Include cover letters.
- Photo reduce text.
- Include different material in each packet or omit material.
- Lose clarity with a vague, rambling, or wordy proposal.
- Overload the grant application with too much support material.
- Make corrections by hand or cross out information on the application.
- Attempt to submit materials after the application deadline.

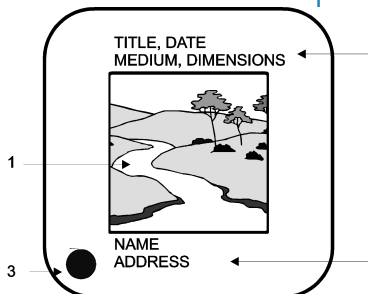
Organizing Work Samples

All grant applications require the submission of one-of-a-kind work samples that best demonstrate the artistic merit of the application. The work sample requirements are listed on each individual grant application. The following is a list of helpful tips and guidelines to follow in preparing work samples.

Slides

If you are a visual artist, artisan or visual arts organization, your slides are one of your most important methods of communication. It is recommended that you follow the instructions below to help ensure that your work is presented properly to panelists for review.

1. Make sure that the image is in focus and correctly exposed. Shoot your work on a black backdrop or mask off the background in your slides to eliminate unnecessary visual information
2. Make sure your slide is labeled with the title, date, medium, size of the artwork and your name and address. It is preferable to type or use a computer to print labels for presentation and legibility. Avery label #5167 fits slides.
3. Mark the slide with a dot (usually red or black) in the lower left hand corner.



Video and Audio Tapes

The panel will watch or listen to no more than five minutes of taped work materials. Be sure to cue the tape to the point which best demonstrates your artistic merit. Also, be sure your tape is of high quality and represents yourself or your organization accurately and effectively.

Literature

Applicants in literature categories must include copies of work samples in **every** packet. Be sure to collate your work sample in with the individually bound applications.

Accessibility Requirements

Addressing Accessibility in Grant Applications

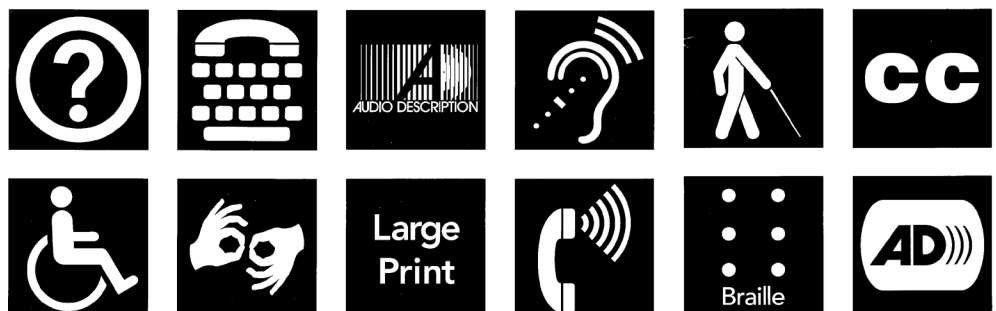
The D.C. Commission on the Arts and Humanities is committed to ensure that all grantees comply with the Americans with Disabilities Act (ADA) of 1990. The ADA provides civil rights protection to individuals with disabilities in the areas of employment, services rendered by state and local government, places of public accommodation, transportation, and telecommunication services.

Organizations funded by the D.C. Commission on the Arts and Humanities must make reasonable accommodations to insure that people with disabilities have equal physical and communications access, as defined by federal law. Accessibility involves both the physical location/facility and the content or activity of the program.

Organizations applying for funding from the Arts Commission should include a one-page accessibility plan with their application, detailing the following three items:

- 1.) The process for formulating your accessibility plan (i.e. advisory committee, board & staff training, budgeting, etc.)
- 2.) The current progress/status of your organization's physical accessibility. If your location is not barrier free, include timeline or steps being undertaken to make facility compliant.
- 3.) The current progress/status of your organization's accessibility in presenting activities – communications access (TDD, large print or Braille materials, audio description or assistive listening devices, interpreted performances, etc.) and marketing/advertising.

For more information on accessibility or to receive an accessibility checklist, please contact ADA/504 Coordinator Mary Liniger at (202) 724-5613 or (202) 737-3148(TDD). You may also download the checklist from the D.C. Arts Commission's website at dcarts.dc.gov.



Evaluation Criteria

A standard set of criteria is established for panelists to effectively score individual applications. With the exception of the artistic merit categories, the panelists score most of the grant applications during their at-home review.

Arts Learning and Outreach - Arts Education Projects Community-Based Projects

The Arts Education Projects grant has two separate categories for applications: School-Based Projects and Community-Based Projects. Community-Based Projects are defined as primarily taking place outside of the regular school day and year, in a variety of settings. While not formally linked to schools or their instructional settings, these projects typically are based on a curriculum. Projects may also include professional development for teachers and artists. The evaluation criteria for Community-Based projects emphasize community impact and involvement, as well as artistic and educational merit.

Project Design: Community Impact, Accessibility, and Engagement 30%

- Project provides shared learning opportunities in the District that facilitate a greater participation in the arts, relative to the artistic discipline
- Project addresses needs of targeted youth and community
- Project demonstrates impact on children's development, education, and self-esteem (measured or observed)
- Project demonstrates ability to establish rapport with project's targeted audience
- Project shows sensitivity to cultural, ethnic and economic background of participants
- Project is accessible to targeted audience
- Project location and program(s) are accessible to persons with disabilities
- Project demonstrates commitment of parents and community partners

Project Design: Educational Content 20%

- Project has clear expectations and outcomes for program participants
- Project has realistic outcomes for project
- Project is age appropriate
- Project is consistent with academic standards and demonstrates ability to strengthen academic skills

Program Evaluation/Assessment 10%

- Program includes evaluation component to measure outcome of program
- Evaluation/assessment includes participant and administrative feedback

Managerial/Financial Capability 10%

- Applicant has realistic planning
- Applicant demonstrates ability to implement the project
- Applicant has experience in producing and implementing similar initiatives and programs
- Applicant demonstrates ability to match grant (organizations only)
- Applicant has realistic/accurate budget



Arts Learning and Outreach - Arts Education Projects

School-Based Projects

The Arts Education Projects grant has two separate categories for applications: School-Based Projects and Community-Based Projects. School-Based Projects are defined as arts learning projects for children and youth between kindergarten and grade 12 that are directly connected to the school curriculum and instructional program. Such activities may take place in or outside of the school building, at any time of the year. This includes after-school and summer enrichment programs that are formally connected to school curricula. The evaluation criteria for School-Based Projects emphasize curriculum-based project design, as well as artistic merit and community involvement. Projects based on professional development or workshops for teachers should also apply in this category

Artistic Merit 30%

- Applicant and/or artist(s)' creative and technical ability
- Applicant and/or artist(s)' ability to translate artistic discipline in an educational setting
- Artists involved demonstrate a competent level of mastery of the chosen medium

Project Design: Educational Content 25%

- Project has realistic outcomes for project
- Project is consistent with D.C. Public Schools (DCPS) or National Standards for artistic discipline
- Project is consistent with DCPS standards for academic curriculum integrated into project
- Project incorporates teachers in learning process
- Project activities can be integrated into classroom curriculum
- Preparation and follow-up activities included in project
- Project is age and grade appropriate
- Project demonstrates commitment of educational partners (school, teachers, parents, etc.) and demonstrates ability to achieve academic outcomes

Project Design: Community Impact, Accessibility, and Engagement 25%

- Project addresses demonstrated needs of DCPS and community at large
- Project demonstrates ability to establish rapport with project's targeted audience
- Project provides shared learning opportunities in the District that facilitate a greater participation in the arts, relative to the artistic discipline
- Project shows sensitivity to cultural, ethnic and economic background of participants
- Project is accessible to targeted audience
- Project location and program(s) accessibility to persons with disabilities
- Project engages individuals/community and increases awareness of the benefits of arts education

Program Evaluation/Assessment 10%

- Program includes evaluation component to measure outcome of program
- Evaluation/assessment includes participant and administrative feedback

Managerial/Financial Capability 10%

- Applicant has realistic planning
- Applicant demonstrates ability to implement the project
- Applicant has experience in producing and implementing similar initiatives and programs
- Applicant demonstrates ability to match grant (organizations only)
- Applicant has realistic/accurate budget

Arts Learning and Outreach: Artist Roster Program

Artistic Merit 50%

- Evidence of excellence of the artist's current work in his or her primary discipline as demonstrated by work sample submitted
- Evidence of training in chosen discipline (formal and other)
- The creative and technical ability of the artist(s) and their ability to translate artistic discipline in an educational setting

Educational Content and Experience 20%

- Realistic goals and outcomes for workshop or residency
- Demonstrated experience with teaching or previous successful residencies
- Demonstrated experience with various age levels and special populations
- Goals and outcomes are consistent with standards of artistic discipline

Engagement 20%

- Proposed residency addresses demonstrated needs of DCPS and community at large
- Project engages students and increases awareness of benefits of the arts
- Proposed residency provides access to an artistic discipline or level of engagement not otherwise available
- Project provides shared learning opportunities in the District that facilitate a greater participation in the arts, relative to the artistic discipline
- Sensitivity to cultural, ethnic, and economic background of participants

Budget 10%

- Realistic costs for residency (per-child materials costs, etc.)
- Accurate budget

Arts Learning and Outreach: Teacher Mini Grant Artist Residency Grants

Quality of Residency Plan 70%

- Educational and artistic quality of the residency goals and design
- Integration of the residency with the educational goals for the school
- Innovative and effective use of the artist as an educational resource
- Demonstration of collaboration with residency artist in planning residency
- Realistic goals and outcomes for residency
- Realistic and appropriate budget for residency

Engagement 20%

- Demonstration of school support for residency (principal, teachers, LSRT, etc.)
- Benefit of professional development and hands-on experience for teachers
- Support and involvement of parents and community

Assessment and Follow-Through 10%

- Sound plan for self-assessment, residency feedback, and documentation
- Strategies for continuing activities after residency is completed



Artist Fellowship Program

Artistic Merit 85%

- Applicant demonstrates a high level of mastery of the chosen medium
- Applicant demonstrates creativity and originality as evidenced by support materials
- Applicant shows the potential for artistic growth

Productivity 5%

- Applicant materials indicate individual is actively practicing his/her art

Community Impact.....10%

- Applicant demonstrates efforts to provide shared learning opportunities in the District that facilitate a greater participation in the arts, relative to the artistic discipline

City Arts Projects

Artistic Merit 30%

- Artists involved demonstrate a competent mastery of the chosen medium
- Applicant and/or artist(s)' ability to translate artistic discipline to project participants

Community Impact 30%

- Project provides shared learning opportunities in the District that facilitate a greater participation in the arts, relative to the artistic discipline
- Applicant demonstrates sensitivity to the cultural, ethnic and economic background of the participants and the residents of the District of Columbia
- Project addresses significant diversity of expression
- Project serves an underserved community
- Project location(s) and presentation(s) are accessible to persons with disabilities

Level of Participation 20%

- Applicant demonstrates effective outreach to project participants
- Applicant involves District residents [artist(s), active participants, audience]

Managerial Capability 10%

- Applicant has realistic planning
- Applicant demonstrates ability to implement the project
- Applicant has experience in producing similar programs

Financial Capability 10%

- Applicant has realistic/accurate budget
- Applicant demonstrates ability to match grant (organizations only)



Young Artists Program

CATEGORY 1: Young Emerging Artists Program

Artistic Merit 40%

- Applicant demonstrates competent mastery of artistic medium(s)
- Applicant demonstrates creativity and originality
- Applicant shows potential for artistic growth

Project Innovation 30%

- The project provides meaningful creative experiences for the applicant not otherwise readily available

Community Impact 20%

- Project provides shared learning opportunities in the District that facilitate a greater participation in the arts, relative to the artistic discipline
- Applicant demonstrates sensitivity to the cultural, ethnic and economic background of the participants and the resident of the District of Columbia
- Location and program(s) are accessible to persons with disabilities

Managerial Capability 10%

- Applicant has realistic planning
- Applicant has the ability to implement the project as demonstrated in submitted resumé
- Applicant has experience in producing similar programs
- Applicant has realistic/accurate budget

Young Artists Program

CATEGORY 2: Young Artists Community Service Program

Artistic Merit 30%

- Applicant demonstrates competent mastery of artistic medium(s)
- Applicant demonstrates creativity and originality
- Applicant shows potential for artistic growth

Project Impact 30%

- The project demonstrates the ability to impact and strengthen the community by providing access and a positive alternative to DC residents

Community Impact 30%

- Applicant demonstrates sensitivity to the cultural, ethnic and economic background of the participants and the resident of the District of Columbia
- Location and program(s) are accessible to persons with disabilities
- Project provides shared learning opportunities in the District that facilitate a greater participation in the arts, relative to the artistic discipline

Managerial Capability 10%

- Applicant has realistic planning
- Applicant shows ability to implement the project as demonstrated in submitted resumé
- Applicant has experience in producing similar programs
- Applicant has realistic/accurate budget

Small Projects Program

Artistic Merit 50%

- Applicant demonstrates competent mastery of artistic medium(s)
- Applicant shows potential for artistic growth

Appropriateness 25%

- Project is consistent with applicant's long-term goals
- Project supports the overall development of the applicant

Feasibility 25%

- Applicant has realistic planning
- Applicant demonstrates ability to achieve long-term goals and objectives within the grant period

Folk & Traditional Arts Mini-Grant Program

Applications in the Folk & Traditional Arts Mini-Grant Program are reviewed on the basis of artistic merit, appropriateness, and feasibility of the request. Additional evaluation criteria can be found within the grant guidelines. Priority is given to applicants who have not received funds from the D.C. Commission on the Arts and Humanities within the past five years.

Grants-In-Aid to Organizations

Artistic Merit 45%

- Organization demonstrates artistic excellence in chosen discipline(s)
- Application demonstrates creativity and originality
- Organization demonstrates opportunity for artistic growth and development

Community Impact 30%

- Project provides shared learning opportunities in the District that facilitate a greater participation in the arts, relative to the artistic discipline
- Attempts to reach a culturally diverse audience and encourages their active participation
- Organization meets the needs of various DC communities through special programming; free events, educational programs, outreach, focused programs, etc.
- Programs are made accessible to persons with disabilities

Managerial and Financial Capability 25%

- Applicant has realistic and creative planning of programs
- Applicant has competent track record of producing programs effectively
- Applicant has reasonable and accurate budget
- Applicant shows realistic three year projection
- Applicant demonstrates ability to match grant
- Applicant demonstrates financial stability and self-sufficiency



East of the River Arts Initiative

Managerial/Staffing Assistance Criteria

Proposal Feasibility 30%

- Applicant provides a clearly defined proposal that includes goals, timetables, and a statement of the long-term impact
- Applicant clearly outlines the goals of the project and their effects on the long-term development of the organization
- Applicant provides the resumé(s) of proposed candidate(s) for the position, and/or clearly defined position description

Community Impact 30%

- Project provides shared learning opportunities east of the Anacostia River that facilitate a greater participation in the arts, relative to the artistic
- Project demonstrates sensitivity to the participants cultural, ethnic, and economic backgrounds
- Project demonstrates effective community and audience outreach
- Project clearly defines organization’s service to the community in the project description
- Project location(s) and program(s) are accessible to persons with disabilities

Artistic Merit 20%

- Applicant demonstrates a competent level of the artistic merit in the as evidenced by the artistic sample work
- Applicant demonstrates creativity and originality
- Applicant shows potential for artistic growth

Managerial Capability 10%

- Applicant demonstrates ability to implement the proposal
- Applicant demonstrates ability to achieve stated goals within the grant period

Financial Capability 10%

- Applicant has realistic planning and timetable
- Applicant demonstrates ability to manage grant as evidenced by financial statement
- Applicant has realistic/accurate budget
- Applicant has clearly outlines funds in budget narrative



East of the River Arts Initiatives

Arts Presentations and Activities Criteria

Artistic Merit 30%

- Applicant demonstrates a competent level of the artistic merit in the as evidenced by the artistic sample work
- Applicant demonstrates creativity and originality
- Applicant shows potential for artistic growth

Community Impact 30%

- Project provides shared learning opportunities east of the Anacostia River that facilitate a greater participation in the arts, relative to the artistic
- Project demonstrates sensitivity to the participants cultural, ethnic, and economic backgrounds
- Project demonstrates effective community and audience outreach
- Project clearly defines organization’s service to the community in the project description
- Project location(s) and program(s) are accessible to persons with disabilities

Project Feasibility 20%

- Applicant provides a clearly defined proposal that includes goals, timetables, and a statement of the long-term impact
- Applicant clearly outlines the goals of the project and their effects on the long-term development of the organization
- Applicant provides the resumé(s) of proposed candidate(s) for the position, and/or clearly defined position description

Managerial Capability 10%

- Applicant demonstrates ability to implement the proposal
- Applicant demonstrates ability to achieve stated goals within the grant period

Financial Capability 10%

- Applicant has realistic planning and timetable
- Applicant demonstrates ability to manage grant as evidenced by financial statement
- Applicant has realistic/accurate budget
- Applicant has clearly outlines funds in budget narrative



Staff

Commission staff administers all programs as well as provides technical assistance to individuals and organizations in the District of Columbia.

Anthony Gittens

Executive Director and Mayor's Advisor for Cultural Affairs
tony.gittens@dc.gov

Alec Simpson

Assistant Director
alec.simpson@dc.gov

Chelita Boyd

Information Specialist
chelita.boyd@dc.gov

José Dominguez

Special Programs and New Initiatives Officer
jose.dominguez@dc.gov

Shirin Ghareeb

Executive Assistant
shirin.ghareeb@dc.gov

Christena Hambrick

Art in Public Places Consultant
christena.hambrick@dc.gov

Mary Liniger

*Arts Education Coordinator
ADA/504 Coordinator*
mary.hickman@dc.gov

Michael Jenkins

Accountant
michael.jenkins@dc.gov

Samantha Lane

Program Consultant
Samantha.lane@dc.gov

Dolores Kendrick

Poet Laureate of the District of Columbia
dcart@dc.gov

Alexandra MacMaster

Arts Specialist
alex.macmaster@dc.gov

Carolyn Parker

Program Assistant
carolyn.parker@dc.gov

Sherry Schwechten

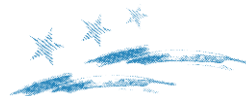
Art in Public Places Coordinator
sherry.schwechten@dc.gov

Lionell Thomas

Legislative and Grants Officer
lionell.thomas@dc.gov

Cecilia Weeks

Support Services Supervisor and Office Manager
cecilia.weeks@dc.gov



D.C. Commission on the Arts & Humanities

410 Eighth Street, NW, Fifth Floor, Washington, DC 20004

Phone: 202-724-5613

Fax: 202-727-4135

TDD: 202-727-3148

e-mail: dcart@dc.gov

<http://dcarts.dc.gov>

The Arts Commission offices are open Monday through Friday from 9:00 a.m. to 5:30 p.m.

All grant applications may be downloaded from the Arts Commission's website.